

# CHAPTER 171. INTERNATIONAL FIELD OFFICE RESPONSIBILITIES FOR RENEWAL/AMENDMENT PROCEDURES FOR REPAIR STATIONS UNDER THE MAINTENANCE IMPLEMENTATION PROCEDURES OF A BILATERAL AVIATION SAFETY AGREEMENT

## SECTION 1. BACKGROUND

### 1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES.

*A. Maintenance:* 3045, 3240, 3376, 3650, 3679

*B. Avionics:* 5045, 5240, 5376, 5650, 5679

**3. OBJECTIVE.** This chapter must be used in conjunction with advisory circular (AC) 145-7, as revised, Issuance of Repair Station Certificates to Foreign Approved Maintenance Organizations Under the Maintenance Implementation Procedures of a Bilateral Aviation Safety Agreement. It describes the process to renew or amend a Federal Aviation Administration (FAA) repair station certificate for stations located outside the territory of the United States in accordance with (IAW) the Maintenance Implementation Procedures (MIP) of a Bilateral Aviation Safety Agreement (BASA). At the time of publication, this chapter applies to Germany, Ireland, and France because each of these countries has signed a BASA/MIP with the United States. The Flight Standards Service (AFS-50/300) will list the status of countries on the electronic bulletin board at <<http://www.faa.gov/avr/afs/300/leonrs.htm>> or the Aircraft Certification Service (AIR-4) website at <[http://www.faa.gov/certification/aircraft/BAA-BASA\\_Listing.stm](http://www.faa.gov/certification/aircraft/BAA-BASA_Listing.stm)>.

**NOTE: Implementation Procedures (IP) are inclusive and cover Simulator Implementation Procedures (SIP), MIPs, and IPs Airworthiness.**

### 5. GENERAL.

A. FAA-certificated repair stations located outside the United States are under the provisions of Title 14 of the Code of Federal Regulations (14 CFR) part 145. The certification of foreign repair stations is a response to the need to perform maintenance on or an alteration or modification of aeronautical products subject to U.S. airworthiness regulations in foreign countries. (See Chapter 170, section 1, paragraph 5 for additional

general information and paragraph 5F for definitions and acronyms.)

#### *B. Background.*

(1) As part of the pre-MIP assessments and evaluation program, the FAA made a determination that the National Aviation Authorities' (NAA) process and procedures met or exceeded FAA requirements. FAA Aviation Safety Inspectors (ASI) should note that this guidance will apply to many different countries; therefore, the surveillance report documents are referred to by a variety of different names, titles, and/or numerical identifications. In this document we will reference Joint Aviation Authorities (JAA) Form 6, Surveillance/Inspection Report, as the surveillance document. As part of the assessment, the FAA and JAA agreed upon an FAA annex to JAA Form 6. In some cases, the NAA inspector must submit the forms and associated documents to the NAA regional or headquarters offices for review and conversion into the English language. The FAA agrees that the time frame for such translations is at the NAA's discretion, but they should be completed in a timely manner.

(2) The FAA has developed some unique policies that pertain specifically to foreign repair stations and are applicable under a BASA/MIP. The FAA has determined that the affected policies will be located in AC 145-7, as revised.

### 7. RENEWAL AND AMENDMENT PROCESS.

A. The applicant Aircraft Maintenance Organization (AMO) may request renewal or amendment to an existing part 145 certification when the AMO is located in a country that has signed a BASA/MIP with the United States using the procedures located in AC 145-7, as revised. The BASA/MIP allows the FAA to accept the certification system of the BASA/MIP country. The guidance provided in this chapter allows the FAA inspector to accept the surveillance and recommendations required for renewal or amendments to a part 145 certificate by

recognizing the process and procedures of the NAA when following the terms and conditions of the MIP.

**NOTE: A preapplication phase is not required for renewal or amendment to a part 145 certificate.**

*B. Formal Application Phase.* The FAA has no responsibility in this phase. The applicant will follow the procedures of the NAA and must meet the requirements of AC 145-7, as revised.

*C. Document Compliance Phase.* The FAA has no responsibility in this phase. The applicant must comply with the requirements in AC 145-7, as revised. The

NAA will review all documents submitted for compliance with AC 145-7, as revised, using NAA procedures.

*D. Demonstration and Inspection Phase.* The FAA has no responsibility in this phase. The NAA will perform facility inspections for compliance with AC 145-7, as revised.

*E. Certification Phase.* The FAA is responsible for issuing the certificate and FAA operations specifications (OpSpecs) when they receive the appropriate documents and NAA recommendation. (See section 2 for details.)

## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

#### A. Prerequisites:

- Knowledge of the regulatory requirements of 14 CFR parts 43 and 145
- Completion of the Airworthiness Inspector's Indoctrination Course or equivalent
- Previous experience with certification or surveillance of part 145 repair stations
- Completion of FAA-approved computer-based instruction training, course number 27012, when implemented
- Completion of the foreign repair station course or equivalent, course number 22601, as revised

B. *Coordination.* This task requires coordination with:

- The applicant AMO
- The NAA of the country in which the applicant AMO is located
- FAA Headquarters, AFS-300

### 3. REFERENCES, FORMS, AND JOB AIDS.

#### A. References:

- 14 CFR parts 43 and 145
- Order 8300.10, Airworthiness Inspector's Handbook, vol. 2, chapters 161, 163, 164, 165, 170, and 172; and vol. 3, chapter 99
- AC 145-7, as revised

#### B. Forms:

- FAA Form 8000-4, Air Agency Certificate
- FAA Form 8000-4-1, Repair Station Operations Specifications, or Automated Repair Station Operation Specifications
- FAA Form 8310-3, Application for Repair Station Certification and/or Rating
- NAA approval certificate and OpSpecs document defining the AMO's limitations (in the case of the JAA, use JAA Form 3, Approval Certificate and Approval Schedule)

**NOTE:** In some cases, the NAA has approved procedures for the AMO to make changes to its

limitations or approved the use of a Capabilities List (CL) (see chapter 170 for a description of a CL or AC 145-7, as revised). In these cases, the applicant must submit the NAA-approved revision procedures if any changes have been made since its last renewal.

- NAA surveillance/inspection report (or FAA annex to JAA Form 6), NAA Surveillance Report and Recommendation for FAA Certification/Renewal/Amendment
- NAA internal evaluation report (or JAA Form 7, Maintenance Airworthiness Standardization Team, MAST Visit Report), if applicable

C. *Job Aids.* None.

### 5. PROCEDURES.

#### A. *Renewal Application: NAA Responsibilities.*

(1) *Preapplication Phase* (not applicable under a BASA/MIP). There are no FAA actions required.

#### (2) *Formal Application Phase.*

(a) To renew its FAA repair station certification, an AMO will submit the documents below to its NAA IAW NAA procedures. The 14 CFR requires the AMO to submit the documents to the FAA via the NAA no later than 30 days before the expiration of the current part 145 certificate. However, the FAA recommends submission at least 60 days before the expiration date to allow the NAA and FAA sufficient time to process the application.

i. FAA Form 8310-3. If the AMO has revised its list of maintenance functions to be performed for the AMO under contract by another maintenance organization since its last renewal, the revision must be included.

ii. A statement of continuing need to maintain or alter U.S.-registered aircraft and/or aeronautical products being installed on U.S.-registered aircraft since the AMO's last certification/renewal (see AC 145-7, as revised, for criteria of need requirement). If the AMO is unable to establish the continuing need requirement, the FAA will renew the AMO's certificate based on its previous continuing need statement. However, the AMO and its NAA will be advised in writing that, if at the time of its next renewal the AMO is still unable to show a

continuing need, the FAA will not renew the AMO's FAA certificate.

*(b) FAA Guidance.*

i. If the AMO does not apply for a renewal of its FAA repair station certification before the certificate expiration date, it must follow the procedures for applying for an initial certificate, except it does not have to submit copies of its facility brochure.

**NOTE: The FAA recognizes that during the initial turnover process, there may be some confusion and misunderstandings. Therefore, on request and recommendation from the NAA, the FAA will extend any additional time needed to apply. The FAA also recognizes that the multiple languages involved in the BASA/MIP turnover process may require additional allowances at the NAA's request.**

ii. During this phase, the FAA inspector is not required to take any actions other than to answer questions posed by the NAA.

*(3) Document Compliance Phase.* There is normally no FAA action required. Under the BASA/MIP process, it is the NAA's responsibility to review all documents submitted before forwarding them to the FAA.

*(a)* The NAA will review the AMO's renewal application and the results of previous audits/inspections.

*(b)* Any deficiencies noted during the NAA review of the documents are handled IAW NAA procedures. If the AMO's part 145 repair station certificate expires during the recommended 60-day renewal application period, or in the event of unusual circumstances as discussed in the above note, the NAA will advise the FAA. The FAA inspector may either issue a short-term certificate or, depending on the nature of the deficiencies, amend the repair station's ratings, provided the AMO demonstrates an ability and willingness to correct the noted deficiencies. The short-term certificate typically is issued for 1 to 3 months, depending on circumstances. This process will require close coordination with the NAA and is only used when requested by the NAA.

*(4) Demonstration and Inspection Phase.* There is no FAA action required. Under the BASA/MIP, this is the NAA's responsibility.

*(a)* If the information the AMO submits is acceptable, the NAA will conduct surveillance using the appropriate NAA surveillance form (or JAA Form 6, including the FAA annex), an oversight audit of the AMO for compliance with NAA requirements (or Joint Aviation Regulations (JAR)-145), and FAA Special Conditions. A series of partial NAA audits using the appropriate surveillance forms (or JAA Form 6) may collectively fulfill the requirement to perform a complete JAA Form 6 audit, including the FAA annex.

*(b)* Any deficiencies the NAA notes during the oversight audit are handled as specified in paragraph 5B(3)(a). The FAA inspector will become involved in this phase only in the event of unusual circumstances or upon request by the NAA.

*B. Certification Phase: FAA Responsibilities.*

*(1)* If the NAA oversight audit indicates that the AMO is in continued compliance with NAA requirements (or JAR-145) and FAA Special Conditions, the NAA will complete the appropriate NAA surveillance form (FAA annex to JAA Form 6) or FAA/NAA-accepted equivalent documentation, along with the NAA recommendation, and forward the complete renewal application to the appropriate FAA International Field Office (IFO) no later than 30 days before the expiration date of the AMO's part 145 repair station certificate.

*(2)* The FAA inspector must receive the following documents from the NAA:

- FAA Form 8310-3, to include a list of maintenance functions to be performed for the AMO under contract by another maintenance organization if the AMO has revised the list since its last renewal
- A copy of the appropriate NAA surveillance form (FAA annex to JAA Form 6) or FAA/NAA-accepted equivalent documentation, with the NAA recommendation
- Copy of the NAA approval certificate and limitations (or JAA Form 3) and the Approval Schedule
- A statement of perceived need (see AC 145-7, as revised, for criteria of need requirement)

*(3)* The FAA inspector must review all the documents in the renewal application package to

ensure they are complete and acceptable. The FAA inspector also will ensure there are no outstanding issues involving corrective action by reviewing the NAA's findings in the recommendations section of the surveillance form (or FAA annex to JAA Form 6). The FAA will follow the corrective action policy identified as follows:

(a) The MIP allows the FAA to recognize the corrective action of the NAA without additional FAA action. The NAA inspector must provide the FAA with a recommendation on the appropriate surveillance form indicating any of the findings/discrepancies listed below. When the findings/discrepancies have been corrected or a plan for corrective action has been accepted by the NAA, any enforcement action taken by the NAA as a result of the findings/discrepancies will not affect the recommendation. The NAA must attach the plan for corrective action to the appropriate surveillance form when submitted to the FAA. The following are reportable issues that should be described on the NAA surveillance form:

- Serious failure to comply with national regulations and requirements (or JAR-145)
- Overall failure to comply with FAA Special Conditions identified in the MIP and AC 145-7, as revised
- Failure to use FAA-approved data for major repairs, alterations, or modifications
- Failure of the repair station to maintain a working quality control system (or JAA-approved Quality Monitoring System) or internal self-audit system

(b) When the NAA finds significant safety issues using the criteria above, they should provide the FAA with a non-recommendation if no corrective action has been taken and no plan for corrective action has been accepted by the NAA. The FAA may decline to renew the repair station certificate until corrective action has taken place or an NAA-approved plan for corrections has been submitted with the appropriate surveillance form. There may be occasions when a short-term certificate is issued while corrective action is taking place. In those cases, the short-term certificate should be issued for no more than 90 days and only with the agreement of the NAA. As a second option, the FAA may reduce the rating of the repair station pending corrective action. Once all corrective actions have been completed to both the FAA's and the NAA's satisfaction, the certificate should be renewed for the

balance of the remaining 24 months from its original renewal date in order to keep the renewal dates aligned with NAA renewal dates.

(c) *Unsatisfactory Application.* If the FAA inspector finds the documentation supporting an AMO's renewal application is unsatisfactory, the inspector will prepare a memorandum to the NAA indicating any deficiencies noted. The NAA, in turn, will notify the AMO of the FAA's findings. For the application process to continue, all noted deficiencies should be corrected within 60 days of the FAA's notification to the NAA, or within the time period specified in an NAA/FAA accepted corrective action plan that the AMO submits.

(4) The FAA will advise the AMO of the total fee due. The fee should be calculated using AC 187-1, Flight Standards Service Schedule of Charges Outside of the United States, and should be restricted to administrative cost.

(5) The FAA determines that the fee has been paid IAW office procedures.

(6) The FAA inspector determines that the application package is correct and complete; the AMO has received a positive recommendation from the NAA; and the AMO meets all the requirements for certificate renewal. The FAA inspector will complete FAA Form 8310-3.

(7) Once the FAA inspector has determined the applicant AMO's application package is acceptable, the inspector will complete Form 8310-3, parts 6 through 10, paying particular attention to the following items:

(a) Part 6 will include a statement as follows: "The Repair Station Certificate Operations Specifications were issued under the Terms and Conditions of the BASA/MIP between the United States and [insert name of country]."

(b) Part 7 will be completed to indicate the NAA's findings and recommendation.

(c) Part 8 will be completed to indicate the date the NAA oversight audit was completed.

(8) The inspector will issue:

(a) FAA Form 8000-4, Air Agency Certificate. The certificate must contain the appropriate FAA rating (i.e., limited airframe). The NAA certificate number will be listed in the limitations section of the OpSpecs.

(b) FAA Form 8000-4-1, Repair Station Operations Specifications, or Automated Repair Station Operation Specifications (see office files for example).

**NOTE: The OpSpecs must include the appropriate NAA certificate number and rating. The number and NAA rating will be listed in the limitations section of the OpSpecs. In the case of the JAA, the inspector must use the JAA certificate number and rating listed on JAA Form 3, and the Approval Schedule. An FAA inspector must not issue an FAA Air Agency Certificate or Repair Station OpSpecs until the inspector confirms the prescribed fee has been received.**

(9) The FAA inspector will complete Form 8000-4 IAW the guidance in chapters 164 and 165, paying particular attention to the following:

(a) The applicant AMO's FAA ratings will be indicated on Form 8000-4. The FAA inspector should ensure that the appropriate FAA rating is applied to the certificate, i.e., Limited Airframe, Limited powerplant, etc., using the cross-reference chart located in the appendix to AC 145-7, as revised.

(b) The FAA inspector must adjust the renewed part 145 certificate's renewal expiration date to coincide with the AMO's NAA or JAR-145 certificate expiration date. However, the date to be indicated after "shall continue in effect" should not be more than 24 months from the original certificate renewal date and must align with the NAA renewal date, unless there is a need to issue short-term certificates as per paragraph 5B(3)(b).

(c) The language at the bottom of Form 8000-4 stating "Any alteration of this . . . or both" should be crossed out IAW chapter 161.

(d) Where a geographic authorization was issued to an applicant AMO to support a U.S. air carrier or part 129 operator, such authorization will be indicated on the Air Agency Certificate and Repair Station OpSpecs. (See AC 145-7, as revised, for geographic policy.)

(e) The privileges of the part 145 certification should not exceed the AMO's NAA rating (JAA approval, ratings, and limitations). Therefore, FAA certification will be limited by the JAA Approval Schedule (JAA Form 3, issued to the AMO).

(10) The FAA inspector will complete either Form 8000-4-1, or the Automated Repair Station

OpSpecs IAW the guidance in chapter 161, paying particular attention to the following:

(a) Statements will be included on the OpSpecs as follows:

- "The repair station specified on these OpSpecs is performing maintenance on and/or alteration of aircraft and/or aeronautical products to be installed on aircraft under the terms and conditions of BASA and the associated MIP between the U.S. Government and the Government of [insert name of country]."
- "The privileges of a line station located outside the geographic boundaries of the MIP country, as set forth by any NAA line station rating, are not authorized."

(b) The line stations authorized by the NAA will be listed in the FAA supplement to the repair station manual (in the case of the JAA, in the Maintenance Organization Exposition (MOE) FAA supplement).

(c) Geographic authorizations located outside the MIP country (Automated OpSpecs paragraph B050). Authorized locations and their limitations will be identified on the Repair Station OpSpecs under "Ratings" as "Limited Geographic Authorization," and will be under the surveillance of the FAA. See AC 145-7, as revised, for FAA policy on geographic authorization and Chapter 162 for the procedures for issuing geographic authorization.

(d) For OpSpecs that reference a CL, the following statement (or one similarly worded) should be included under the appropriate rating:

- "Maintenance or alteration functions limited to those make and model components shown on [AMO's] approved Capabilities Document number [XX], dated [XX/XX/XX], as revised."

(11) The FAA inspector will retain for inclusion in the repair station (AMO) certification office file:

- A completed FAA Form 8310-3
- A copy of FAA Forms 8000-4 and 8000-4-1
- The appropriate NAA surveillance form (or FAA annex to JAA Form 6), including

any plan for corrective action (see paragraph 5B(3) of this chapter)

- A copy of the NAA approval certificate and ratings (or JAA Form 3 and Approval Schedule)
- Copies of all appropriate communications with NAA to ensure a proper document trail
- Copy of activity report/type documents
- Copy of AMO's line station listing, as listed in the FAA supplement (if revised or not previously authorized)

(12) The FAA inspector will send the AMO's NAA:

- A copy of FAA Form 8310-3
- The originals of FAA Forms 8000-4 and 8000-4-1

(13) The FAA inspector will complete the appropriate PTRS file using:

(a) PTRS codes 3679/5679 when the NAA has performed the surveillance on behalf of the FAA. The FAA inspector should use the comment codes for any significant comments when appropriate.

(b) PTRS codes 3045/5045 for review of documentation and processing. The FAA inspector should use the comment codes (in the PTRS Database?) for any significant comments when appropriate.

**NOTE: PTRS codes 3650/5650 may be used when the FAA performs the surveillance as part of the sampling audit required by the MIP (see vol. 3, chapter 99). The inspector should use the appropriate comment codes for any significant comments.**

(c) Update the Vital Information Subsystem (VIS) data file as appropriate from information gathered during the certification phase.

## 7. AMENDMENT APPLICATION.

*A. Preapplication Phase.* There are no FAA actions required under this phase.

### *B. Formal Application Phase.*

(1) Each of the following actions require a part 145 certificate holder to apply for a change in a repair station certificate:

- A change in the location, housing, or facilities of the repair station (see AC 145-7, as revised, for details)
- A request to add, revise, or amend a rating
- A change in ownership or name change. If the holder of a repair station certificate sells or transfers its assets, the new owner or the new certificate holder who has made the name change must apply for an amended certificate.

(2) The extent of FAA approval is in the AMO's part 145 Air Agency Certificate and Repair Station OpSpecs. If an AMO seeks to perform work outside the scope of its part 145 repair station certification and its NAA requirements (or JAR-145 certification), it first must obtain an amendment of its NAA approval certificate and limitations (or its JAR-145 certificate and Approval Schedule) to permit the performance of the intended work, before amending its part 145 repair station certificate.

### *C. NAA Responsibilities.*

(1) Revisions to an AMO's FAA supplement to its manual that reflect changed procedures but do not change the nature of the AMO's part 145 certificate or ratings will be submitted to the NAA for review before implementation. Under the BASA/MIP process, it is the NAA's responsibility to review and ensure that any revision meets the requirements of AC 145-7, as revised. The NAA is not required to forward these revisions to FAA.

(2) Title 14 CFR requires a new application when the holder of a repair station certificate sells or transfers its assets. The FAA inspector must recommend a new certificate number because of the possibility of the release of information under the Freedom of Information Act (FOIA). However, should the new owner stipulate in writing that there is a clear understanding of the potential for release of information under FOIA when retaining the old certificate number, the number may be retained.

(3) *Scope of Work.* Requests for revisions to an AMO's NAA certificate and/or limitations document (or JAA Form 3 and Limitation Schedule) will be submitted to its NAA. A copy will be forwarded to the

FAA for review to ensure no change in ratings is required. If changes are required, the FAA will notify the AMO via the NAA to submit FAA Form 8310-3.

(4) An AMO requesting to amend its part 145 certificate should submit the following documents to its NAA:

- A statement of continuing need to maintain or alter U.S.-registered aircraft and/or aeronautical products being installed on U.S.-registered aircraft
- FAA Form 8310-3 and any supporting documentation required by the change
- Documentation demonstrating the show-a-need requirements identified in AC 145-7, as revised, for initial certification (when requesting added ratings)
- A copy of the AMO's revised facility brochure, if necessary

(5) During the formal amendment application phase, the FAA inspector is not required to take any action other than to answer questions the NAA poses regarding compliance with FAA procedures or requirements.

*D. Document Compliance Phase.* The FAA has no responsibilities in this phase. This is the responsibility of the NAA per the BASA/MIP.

(1) The NAA will review the AMO's amendment application package for continued compliance with FAA Special Conditions in the MIP.

(2) The NAA will immediately inform the FAA inspector immediately of all proposed changes to the location, housing, or facilities of the repair station that would affect the conditions of the AMO's current certificate (see AC 145-7, as revised, for criteria). After discussions with the FAA inspector, the NAA may recommend that the FAA allow the AMO to continue operating as a part 145 repair station while the proposed changes are being implemented. The NAA will inform the AMO of any conditions and immediately notify the FAA when the permitted changes have been implemented.

*E. Demonstration and Inspection Phase.* The FAA has no responsibilities in this phase. This is the responsibility of the NAA per the BASA/MIP.

(1) For all requests involving a change in the AMO's rating or facilities, if the information submitted by the AMO is acceptable, the NAA will conduct an

on-site audit of the AMO's change using the appropriate NAA surveillance form, including FAA Special Conditions (or FAA annex to JAA Form 6) or FAA/NAA-accepted equivalent documentation. An audit conducted within the previous 90 days is acceptable if it covers the requested change.

(2) If the NAA determines the AMO is in compliance with NAA requirements (or the JAR-145) and FAA Special Conditions, the NAA will complete the appropriate surveillance form (or FAA annex to JAA Form 6) or FAA/JAA-accepted equivalent documentation, and forward the complete amendment package to the appropriate FAA IFO.

#### *F. Certification Phase.*

(1) The FAA inspector must receive the following documents from the NAA:

- FAA Form 8310-3, if the amendment affects the list of maintenance functions to be performed for the AMO under contract by another maintenance organization (if revised, must be included)
- A copy of the appropriate NAA surveillance form (or FAA annex to JAA Form 6) or FAA/JAA-accepted equivalent documentation, with the NAA recommendation
- A copy of the NAA AMO's amended certificate and limitations (or the amended JAA Form 3 and Approval Schedule)
- A copy of the AMO's revised facility brochure, if necessary (see AC 145-7, as revised, for additional details)

(2) The FAA inspector will review the amendment application package and supporting documentation and ensure that the NAA surveillance form (or FAA annex to JAA Form 6) is complete and contains the NAA recommendation.

(3) *Unsatisfactory Application.* If the FAA finds the documentation supporting an AMO's application for amendment is unsatisfactory, the FAA inspector will prepare a memorandum to the NAA indicating the deficiencies noted. The NAA, in turn, will notify the AMO of the FAA's findings. For the application process to continue, all deficiencies the FAA noted should be corrected within 60 days of FAA's notification to the NAA, or within the time period specified in an NAA-approved corrective action plan.



(4) Findings or discrepancies noted by the NAA on the surveillance form should be handled in the same manner as described in paragraph 3B(3).

*G. Certification: FAA Responsibilities.*

(1) Based on the NAA recommendation, once the FAA inspector determines the AMO meets all the requirements for the amendment, the inspector will complete FAA Form 8310-3 and issue a revised part 145 Air Agency Certificate and a revised Repair Station OpSpec to the AMO as specified in subparagraphs (2) and (3) below. Note this difference: on FAA Form 8000-4, the date any new ratings are added should be included, in parentheses, after the ratings.

(2) The FAA inspector will retain the following for inclusion in the AMO's certification file:

- A completed Form 8310-3
- A copy of Form 8000-4
- A copy of Form 8000-4-1, or the Automated Repair Station OpSpecs
- The appropriate NAA surveillance form, including FAA Special Conditions (or FAA annex to JAA Form 6) or FAA/NAA-accepted equivalent documentation, with NAA recommendation
- A copy of the AMO's amended certificate and limitations document (or JAA Form 3 and amended Approval Schedule)

- A copy of the AMO's revised facility brochure, if changes have been made to the facility (see AC 145-7, as revised, for details of brochures)

(3) The FAA inspector will send the AMO's NAA:

- A copy of FAA Form 8310-3
- The originals of FAA Forms 8000-4 and 8000-4-1

(4) The FAA inspector will:

(a) Complete the appropriate PTRS file using:

- PTRS codes 3679/5679 when the NAA has performed the surveillance on behalf of the FAA
- PTRS codes 3045/5045 for review of documentation and processing, when appropriate

**NOTE: PTRS codes 3650/5650 may only be used when the FAA performs the surveillance as part of the quality audit required by the MIP. FAA quality audit requirements are contained in Order 8300.10, vol. 3, chapter 99. The FAA inspector should use the comment codes in (INSERT PTRS DATABASE WHEN FINISHED?) for any significant comments when appropriate.**

(b) Update the VIS data file as appropriate.